

18 December 1963

**MEMORANDUM FOR:** Deputy Director (Plans)  
Deputy Director (Science and Technology)  
Director of the National Photographic Interpretation  
Center  
Assistant Director for Current Intelligence  
Assistant Director for National Estimates  
Assistant Director for Research and Reports  
Chief, Collection Guidance Staff

**SUBJECT:** Preparation of DCI Briefing Note on the  
Observation Post System Problem

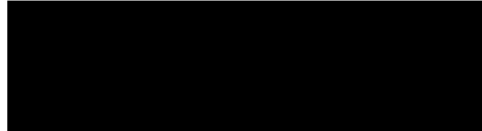
1. Attached are terms of reference for guidance in preparing a Briefing Note requested by the DCI. The DVI Collection Guidance Staff is the coordinating agent for this effort. [REDACTED] 25X1A9a  
of the Human Resources Group is the Project Officer (XV671). He will provide additional guidance on contributions, deadlines and the like.

2. I understand that informal contact has already been made with interested members of your organization during the preparation of the attached terms, and that these preliminary working arrangements will provide the basis for following through on this project. A list of these people is attached.

3. The DCI had three purposes in mind in making his request. The first was to obtain a fairly sophisticated discussion of the Observation Post proposal for his personal use in dealing with short-term developments. The second was to alert the substantive Agency components concerned to the prospect of heightened Agency interest and responsibility in this matter. The third was to encourage a higher level of readiness among Agency components to respond to specific questions on this matter in the future. The attached terms are designed to provide initial guidance for preparing the DCI's Briefing Note as well as to set the stage for possibly more detailed follow-on queries or for future studies in greater depth.

4. The Briefing Note is due in the AFI's office not later than 17 January, 1964. The preparation of the Briefing Note, as well as its contents, should be closely held.

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Deputy Director (Intelligence)

**Attachments:**

Informal Terms of Reference

List of Knowledgeable Intelligence Officers

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